

[? Help](#)**Job details**

Job 1 of 1

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The Probation Department Residential Treatment Services Bureau is seeking a well-qualified individual to fill the position of Secretary III.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and are currently holding the payroll title of **Secretary III** are invited to submit their resume, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Daniel Moreno
Residential Treatment Services Bureau
5300 West Avenue I
Lancaster, California 93536
Phone: (661) 940-4000

Please email documents to: Daniel.Moreno@probation.lacounty.gov with the subject line "Secretary III."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Individual who is extremely knowledgeable with computer programs.
- Individual with outstanding experience and skills in creating excel spreadsheets. Extremely versed in data entry, with the ability to filter data for reports, able to create matrixes to capture required data.
- Ability to multi-task on a daily basis.
- Work well under pressure.
- Organizational skills.
- Professional demeanor and a team player.

Duties

- Replies to both verbal and written communication.

- Screens telephone calls, furnishes requested information, refers calls to assigned staff and takes care of those calls which do not require the attention of the Superintendent.
- Makes appointments, keeps calendar and schedules conferences and meetings for the Superintendent.
- Acts as intermediary between Superintendent and staff, transmitting messages, orders and requests both written and verbal form.
- When authorized acts in the Superintendent's absence.
- Acts as the liaison officer between the Superintendent's office and other departments, agencies and jurisdictions.
- Prepares inter-office notices, bulletins and memoranda, including interpretations of departmental policy and the laws and regulations governing the activities of the office.
- Gathers data for general information purposes or special reports, contacting other departments, employee agencies and individuals for additional material as necessary and may prepare reports for the Superintendents approval upon request.
- Checks materials being submitted for the Superintendent's attention to ascertain that all relevant data, files, signature etc., are included.
- Relieves Superintendent of routine personnel budget and other operating details, such as scheduling and timekeeping (ECAPS).
- Keeps track of the execution of plans, improvements and projects initiated by the Superintendent and recommends improvements in departmental procedures.
- Is responsible for formatting letters, typing forms, filing, faxing, photocopying and checking in/out mail correspondence.
- Gathers information and maintains files for the Department of Justice audits, such as Behavior Management Program files, merit ladders, stage promotion, sanction reports etc.
- Is responsible for supervising lower-lever clerical staff.

Vacancy

Information This transfer opportunity is located at Challenger Memorial Youth Center,
5300 West Avenue I, Lancaster, CA 93536.

****THIS IS NOT A CIVIL SERVICE EXAMINATION****

Available Shift Day

Contact Name Daniel Moreno

Contact Phone (661) 940-4000

Contact Email Daniel.Moreno@probation.lacounty.gov

Job Field Secretarial

Job Type Administrative Support

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